



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:
NSHSBETHINST 5112.1F
21
AUG 18 1998

NSHS BETHESDA INSTRUCTION 5112.1F

From: Commanding Officer

Subj: MAIL/FEDERAL EXPRESS OPERATING PROCEDURES

Ref: (a) NNMCIINST 5110.1

Encl: (1) Federal Express (FEDEX) Shipping Sheet
(2) Outgoing FEDEX Flow Chart
(3) Format of Letter Nominating/Terminating Mail Orderlies
(4) Mail Pick-up and Delivery Flow chart

1. **Purpose.** To issue revised instructions for the care and handling of U.S. Postal Service and Federal Express mail (both incoming and outgoing), and to establish a highly responsive command mail service.

2. **Cancellation.** NSHSBETHINST 5112.1E

3. **Post Office Hours.** The National Naval Medical Center (NNMC) Mail Room is open from 0900 to 1500, Monday through Friday.

4. **Mail Deliver/Pickup Schedule**

a. Naval School of Health Sciences (NSHS) Administrative Support Department shall deliver outgoing mail to the NNMC Mail Room and pick up incoming mail at approximately 0900 to 0930 Monday through Friday.

b. The Administrative Support Department will process FEDEX delivered to Administrative Support Department spaces (T-17) before 1100 for same day pick up. FEDEX received after 1100 will be available for pick up the following working day. Enclosures (1) and (2) are used for all FEDEX packages.

5. **Personnel Authorized to Handle Mail**

a. The Department Heads of each Directorate will designate Mail Orderlies (primary and alternates) in writing using enclosure (3). These staff members are authorized to receive and distribute mail and will maintain the mail boxes located in the Administrative Support Department during normal working hours.

b. People selected for the position of Mail Orderly will meet the requirements per reference (a) and attend a training session offered by NNMC Postal Services.

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6. Receipt and Distribution of Mail

a. Administrative Support Department. All incoming mail received at the Administrative Support Department shall be sorted, placed in the appropriate mail box, or distributed as follows:

(1) Official command mail will be delivered to the Administrative Support Department Leading Petty Officer (LPO), who will open and route as directed.

(2) Mail for staff and student personnel will be placed in the appropriate mail boxes of the Department to which they are assigned.

b. Directors. A representative from each Directorate shall pick up mail from the Administrative Support Department daily. Enclosure (4) is a flow chart of the mail delivery process.

c. Registered, Certified, and Insured Mail. Registered, Certified, and Insured mail addressed to the command shall be picked up from the NNMC Mail Room by the designated mail orderly.

(1) Registered, Certified, and Insured mail will be logged in the Administrative Support Department. The appropriate Department will be able to pick up this mail along with the federal mail.

(2) After 24 hours a courtesy call will be made. On the third day the mail will be returned to the Post Office as undeliverable.

d. Mail for personnel on leave or prospective gains to this command shall be held in a safe or secured space. This mail may be picked up from the mail orderly by the addressee upon returning from leave or reporting aboard. Once onboard, staff personnel will direct their personal mail to their individual residence.

e. Undeliverable Mail. U.S. Postal Service mail that is received for personnel not attached to, or who have detached from this command, shall be returned to the NNMC Postal Directory Section for further processing. The directorate mail orderly shall mark the undeliverable or transferred addressee mail with a single black line diagonally through the address, draw **X's** at each corner of the address, and write the words "**NOT NSHS**" on the envelope. The addressee's forwarding address, if known, will also need to be written on the envelope.

f. Personal mail needs to be delivered to the home address, if that address is serviced by United States Postal Service. Administrative Department **will not** receive personal mail; it will be sent back to the post office.

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7. Action

a. All command personnel, whose duties involve the care and handling of U.S. Postal Service mail, shall familiarize themselves with the contents of reference (a) and this instruction.

b. Reference (a) requires that the NNMC Personnel Services Branch Office furnish the Postal Directory Section with address changes of staff and student personnel as such changes occur to ensure maintenance of a current mail directory. However, all personnel of this command will personally report address changes to the Postal Directory Section and submit a Notice of Change of Address Card (OPNAV 5110/5 Rev 3-90) whenever indicated.



D. A. WYNKOOP

Distribution:
List I

FEDEX SHIPPING SHEET

Name: _____

Company: _____

Address: _____

Suite: _____

City: _____

State Int: _____

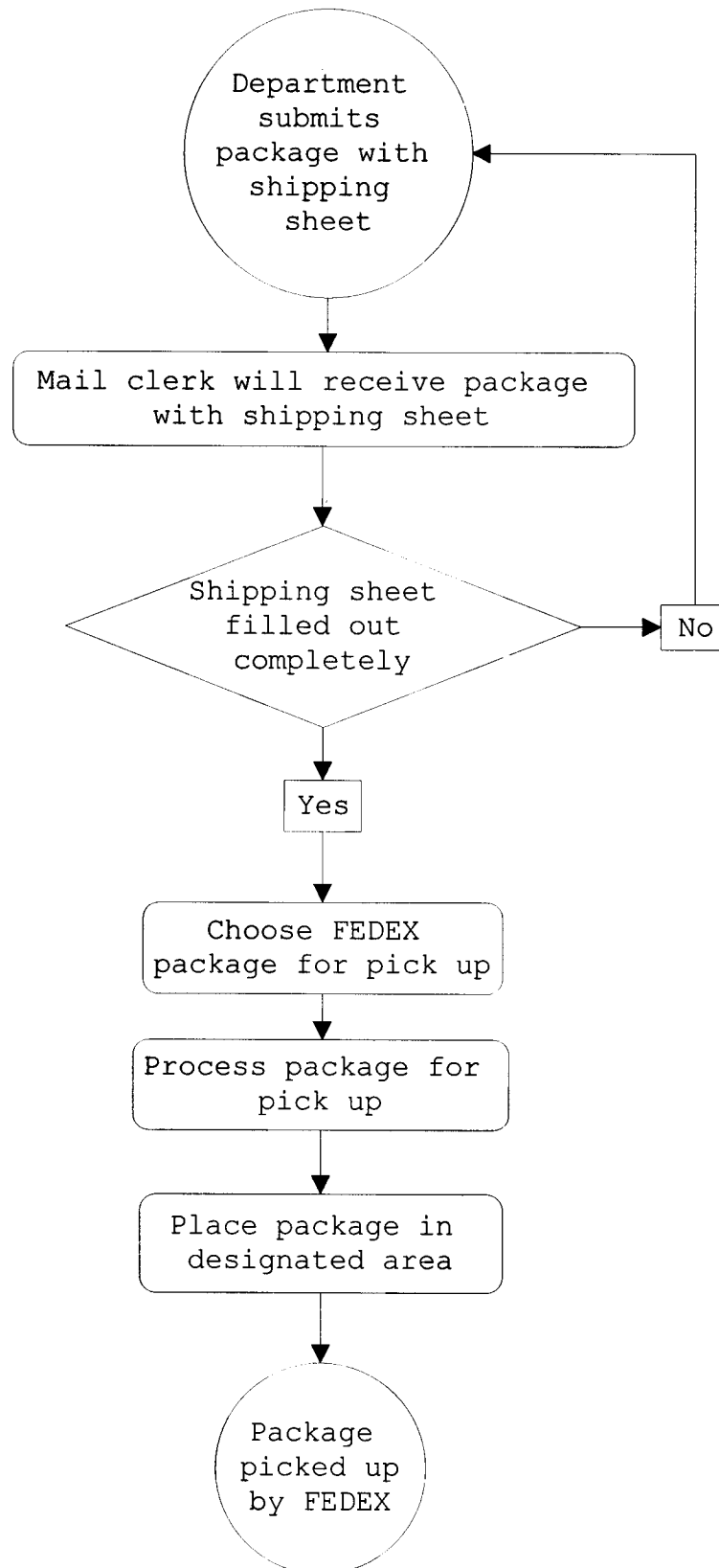
Zip Code: _____-_____

Phone #: (____) _____-_____

All highlighted areas are mandatory to ship letters and packages

Enclosure (1)

OUTGOING FEDEX FLOWCHART



Enclosure (2)



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NSHSBETHISNT 5112.1F
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IN REPLY REFER TO:

5110

MEMORANDUM

From: Head, _____ Department
To: Head, Administrative Department

Subj: MAIL ORDERLY UPDATE

1. The following individuals are primary mail orderlies that are currently authorized to pick up regular and guard mail from Admin Department.

<u>Name</u>	<u>Rank</u>	<u>SSN</u>	<u>PRD</u>
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2. The following individuals are alternate mail orderlies that are currently authorized to pick up regular and guard mail from Admin Department.

<u>Name</u>	<u>Rank</u>	<u>SSN</u>	<u>PRD</u>
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3. Point of contact is _____ at _____.

SIGNATURE

Enclosure (3)

MAIL PICK UP AND DELIVERY FLOWCHART

